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SECRET

Registry
Security

9 MAR 1981

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
Chief, Operations Group, FBIS
Chief, Analysis Group, FBIS
Chief, Production Group, FBIS
Chief, Administrative Staff, FBIS
Chief, Registry, FBIS

FROM: [redacted] 25X1
Chief, Liaison and Requirements Branch
Executive and Planning Staff, FBIS

SUBJECT: Classification Guidelines

The guide attached to this memorandum may be used as a quick reference chart for derivative classification of FBIS documents. Of course, you will sometimes need to refer to one or more of the Directorate classification guides for additional categories, but this chart should cover most of our cable traffic and intraoffice memoranda and lognotes. There are a few points I wish to make about derivative classification in general:

1. Those positions/persons who have an original classification authority (NSCA) as outlined in the FBIS Staffing Complement also have derivative authority. There are no individuals in FBIS who have derivative authority but not original authority.

2. The level of classification and the duration for review are mandated by the classification guides. OGC has confirmed that derivative classifiers have no choices to make in this regard. I believe there has been some misunderstanding of the cited level as being the maximum level; that is, that a SECRET level meant anything up to SECRET. Many of our CONFIDENTIAL documents classified derivatively should have been marked SECRET in accordance with the classification guide.

3. When classifying derivatively from a source document, do not make the mistake of copying all of the classification markings from the source. Do not use another individual's identification number; every document marked by an FBIS employee must carry the identification number of an FBIS employee having classification authority. The derivative guide number cited on a source document

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may be picked up and used on the new document, but you should satisfy yourself that the source document itself adhered to proper derivative classification procedures. If in doubt, identify the source document itself as the authority.

4. We probably use original authority far too often. Remember that you should classify as "Original" ONLY when you cannot find a suitable derivative item in a classification guide.

25X1

[redacted]

Attachment:
As stated

FBIS/E&PS/LRB/[redacted]/9 March 1981 25X1

DISTRIBUTION:
1 - Each Addressee w/att
1 - E&PS Chrono w/att
1 - LRB Classification Guide w/att

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Approved For Release 2007/10/19 : CIA-RDP85-00024R000300410001-6